

REMINDER

It is important that you register with King County Procurement and Contract Services after downloading documents from the RFPs, RFQs & ITBs website. Failure to notify us will result in you not being notified of any addenda, which may result in rejection of your bid/proposal as non-responsive.

To register and download files, refer to the bottom of this document.

KING COUNTY REQUEST FOR PROPOSALS ADVERTISEMENT

King County is requesting Proposal Submittals from firms qualified and interested in providing professional Owner Controlled Insurance Program (OCIP) Administrative Services for the Brightwater project.

The Request for Proposals, all addenda and current document holder's list, are available on the internet at http://www.metrokc.gov/procurement/rfp_rfq_itb/new_consulting.aspx. The County will no longer mail, ship or fax RFP's and addenda.

Interested firms *must* register with the County at time of download and ensure a valid contact email address is given. Notification of addenda will be sent to the registered email address. Failure to register will result in the proposer not being notified of any addenda, which may result in rejection of the proposal as non-responsive.

The County estimates the value of this contract from \$500,000 - \$750,000. The County plans on issuing one contract.

Contract Title:	Owner Controlled Insurance Program (OCIP) Administrator Services for the Brightwater Project
Number:	P00003P06
Proposals due	February 3, 2006
Time:	5:00 p.m.
Preproposal Meeting:	January 24, 2006
Time:	3:00 p.m
Location:	5th Floor, Rm 5b & 5c, King Street Center, 201 S. Jackson Street, Seattle, WA 98104

Any firm failing to submit information in accordance with the procedures set forth in the Request for Proposal may not be considered responsive and may therefore be subject to disqualification by King County.

SUMMARY OF WORK: The Consultant will provide professional OCIP Administrative Services and related services for the King County Brightwater project.

SUBCONSULTANT OPPORTUNITIES: The following identifies the types of subconsulting opportunities that may be available on this Contract and are provided only for informational purposes:

None Identified

Refer to the Non-discrimination and Affirmative Action Section of the Request for Proposals for full discussion of the application of the non-discrimination and affirmative action provisions to subconsulting opportunities and the other non-discrimination and affirmative action requirements with which the Consultant shall comply.

QUESTIONS: Questions concerning this solicitation should be directed to **Christy Trautman, Contracts Specialist** at 206-684-1862, TTY Relay: 711. The Proposer may be requested to submit the question in writing. No verbal answers by County personnel will be binding on the County.

This information is available in alternate formats for individuals with disabilities upon advance request by calling 206-684-1327, TTY Relay: 711.

[To register and download files](#)

1. To register, click [RFPs, RFQs & ITBs Contact Information Form](#).
2. There are 2 components to this RFP.
 - Click [P00003P06_rfp.pdf](#) (381 KB). Document opens in Acrobat Reader program, choose **Save A Copy of the File** icon on Acrobat Reader program toolbar, and save the document to your desktop.
 - Click [P00003P06_loe.xls](#) (518 KB). Document opens in Excel program, choose **File/Save As**, and save the document to your desktop.

Thank you for your cooperation.